

Registering as an Individual

For assistance while working through this document, please call Client Support Services at 1-800-567-4224 or e-mail centre.inquiry@gov.sk.ca

The purpose of this guide is to help individuals when they initially register their account with the ministry. Your personal account will allow you to: apply for any permissions or applications as an individual, create an account for the organization you belong to, and manage any profile information. In order to create a user account you will need a valid email address and personal contact information.

Secure Login

Email Address

Password

Not registered yet?

The system will automatically log you out after 30 minutes of inactivity.
As you work through a submission, the information you input is saved everytime you click Next.

Login

Navigate to the following URL:

<https://envrbrportal.crm.saskatchewan.ca/login/>

Click on **Sign-In** or **Create an Individual Profile**.

As you do not yet have an account, select **Create an Individual Profile**.

Help Create a User Account You can create a profile online by providing the following information.

Password length minimum 7, with at least 1 letter, 1 capital letter, 1 number, and 1 non-alphanumeric character required.

Email Address *

Password *

Confirm Password *

First Name *

Middle Name

Last Name *

Address Line 1 (e.g. Street address, P.O. box, RR no, etc.)

Address Line 2 (e.g. Apartment, suite, unit, building, floor, etc.)

Address Line 3

City *

Postal / Zip Code *

Province / State *

Saskatchewan

Complete the registration form with as much detail as possible. You must enter the following information:

- Email Address (this will be your user ID)
- Password – Minimum length is 7 with at least 1 letter, 1 capital letter, 1 number and 1 non-alphanumeric character
- Confirm Password
- First Name
- Last Name
- City of Residence
- Postal Code
- Province

Postal / Zip Code *

Province / State *

Saskatchewan

Other Province / State

Country *

Canada

Home Phone

Cell Phone

Business Phone

Work Extension

Fax

Preferred Method of Contact

Phone

This online account registration process will provide you with access to most Ministry of Environment applications for permission services. Some applications may require payment prior to submission and some permissions may require payment upon Ministerial approval. Your account user name and password are required each time you sign in, so it is a good idea to keep a copy of all your registration information in a safe place. Please read the following legally binding statement and click the Accept button.

I certify that the information I have provided during this user account registration is true and accurate in every respect. I will comply with the privilege that this user account will be used solely for my individual use and that this user account will not be shared with other parties.

I have read and accept the terms and conditions *

A confirmation email will be sent to your email address to verify your account registration.

Create User Account

Select your Preferred Method of Contact.

The choices are:

- Phone
- Cellular
- Email
- Fax

NOTE: Make sure to provide your contact details.

Read the details at the bottom page including the terms and conditions.

Accept the terms and conditions to confirm your accordance to these requirements and select **Create User Account**.

Success

Your account has been successfully created. Please click the *Sign-In* button to proceed.

Sign-In

Your account has successfully been created.

You can now select **Sign-In** and enter your new user ID (email address) and password.